

Benchmarking – September 2005

Helpful Hints for Completing the New Washington State Provider Benchmarking Log

Updated 7/20/05

Please read the following helpful hints to ensure an accurate patient count.

Thank you in advance for your time and attention.

1. **When:** Benchmarking using the new Log Sheet begins on **September 1st** and ends on **September 30th**.
2. **Who:** Record ALL Children 0-18 years who receive vaccine in your practice during September.
3. **Why:** Benchmarking is an annual activity required by the Centers for Disease Control and Prevention (CDC) to more accurately determine funding and vaccine needs for WA State. It is also a requirement as part of the Provider Agreement you signed to receive state-supplied vaccine at no cost to you.
4. **Practice Name; Phone Number & County:**
 - Use the same name used on the Provider Agreement you signed to enroll in the program and receive state-supplied vaccine;
 - Provide the phone number of the best contact person in your office if there are follow-up questions;
 - Provide the name of the county in which your clinic is located.
5. **Client Identifier:** This is an *optional* field for your office use to identify each child vaccinated in September.
6. **Child's Date of Birth:** Enter the month, day, and year of each child's birth.
7. **Remaining Columns:** These columns are required by CDC. Please check the box that applies for each child you list. If you do not have this information for some reason, you can ask the patient's parent/guardian. Your billing staff will be able to provide all insurance status (a-d below) information. Answer each child's information to the best of your capability.
 - a. **Private Insurance:** Check this box if the child has private insurance.
 - b. **Medicaid Eligible:** Check this box if the child is receiving health insurance paid by the State Medicaid Program. This would include Healthy Options, Medicaid Managed Care, Medical Coupons, Welfare, etc/
 - c. **No Insurance (self-pay):** Check this box if the child does not have any health insurance.
 - d. **Underinsured:** Check this box if the patient has insurance that does not cover immunizations.
 - e. ***American Indian/Alaskan Native:** All American Indian/Alaskan Native children automatically qualify for vaccine through the federal Vaccines for Children (VFC) Program. (No tribal documentation is required. Self-reporting is sufficient.)
8. **More Forms:** Feel free to make copies of this form if needed. If you submit more than one benchmark log sheet, please fill in the page number and the total number of pages (see bottom right-hand corner). We want to make sure that all of the children receiving vaccine during September are counted.
9. **Sending In Log Sheets:** When you have completed the Benchmarking activity (after September 30th), please send in all completed log sheets (together) using the enclosed self-addressed postage paid envelope, or by FAX at 360-236-3590.
10. **CHILD Profile:** If you are currently using CHILD Profile in your practice and you wish to use that system to complete your Benchmarking, please see the separate enclosed sheet describing the procedures for that method.
11. **Questions?** Please contact Katherine Harris-Wollburg, VFC Program Coordinator, 360-236-3513 or Katherine.harris-wollburg@doh.wa.gov.